

**APPLICATION AND PERMIT
 FOR PARK FACILITY USE**

Full Payment is due at the time the Application is submitted to the Deer Grove Leisure Center.

Applications should be submitted at least one week in advance of rental date.

All BPD Facility Rules & Regulations on reverse side must be followed. Fill out form completely.

(1) Date Facility Requested For _____ to _____ (2) Time _____
 Dates (if additional) _____ to _____ Time _____
 Dates (if additional) _____ to _____ Time _____
 (3) Specify day(s) of week requested _____
 (4) Organization making request _____
 (5) Person in charge making request _____ Home# _____ Cell # _____
 Address _____ City _____ State & Zip _____
 E-mail Address _____
 (6) Briefly describe the activity _____
 (7) Number of participants using facility _____
 (8) Will food or beverages (non-alcoholic only) be served? Yes No [All food must be catered. No home made food.]
 (9) Will there be an admission charge or other fee(s)? Yes No Amount \$ _____

(10) Please check Facility/Room requested:

Deer Grove Leisure Center	Parks
<input type="checkbox"/> Board Room	<input type="checkbox"/> Kiwanis Shelter
<input type="checkbox"/> Cedar/Birch	<input type="checkbox"/> DiOrio (Baseball)
<input type="checkbox"/> Hawthorne/Spruce	<input type="checkbox"/> Sunrise
<input type="checkbox"/> Kitchen (2nd Floor)	<input type="checkbox"/> Veterans
<input type="checkbox"/> Maple/Elm	<input type="checkbox"/> Water Park
<input type="checkbox"/> Oak	
<input type="checkbox"/> Sycamore	
<input type="checkbox"/> Gym (East)	<u>Internal Use Only</u>
<input type="checkbox"/> Gym (West)	<input type="checkbox"/> Exercise Room
<input type="checkbox"/> Gym (Full)	<input type="checkbox"/> Dance Studio
	<input type="checkbox"/> Varble Park (soccer)
	<input type="checkbox"/> Sunset

Equipment Needed With Room

Chalkboard (\$5)
 TV/DVD Player (\$10)
 Other (must be approved) _____

(11) Will a particular set-up of furnishings or equipment be requested?
 Yes No
 (If Yes, please clearly describe and/or make a diagram below)

The Park District is not responsible for providing equipment/services not requested or approved.

(12) Organization/individual acceptance and agreement to adhere to Park District regulations.

(a) I have read the reverse side of this form and agree to adhere to regulations of the Bensenville Park District, and I hereby further agree that such regulations are an integral part of this application.

(b) It is understood that the total rental fee shall be \$ _____ Deposit _____ Balance Due _____

(c) Alcoholic Beverages Are Prohibited in All Park District Parks and Facilities.

(d) I am responsible for all members of the group at the Facility/Room during the time of the Rental.

(13) Applicant Signature _____ Date _____
 (Must be an authorized adult representative)

NO RESERVATION IS COMPLETE OR BINDING UNTIL FULL FEE IS PAID AND APPLICATION SIGNED ABOVE

FOR OFFICE USE ONLY

(14) Approved by _____ Title _____ Date _____
 (15) Deposit Received Yes No Date Received _____ Payment Reference _____
 Notes: _____

BENSENVILLE PARK DISTRICT
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Bensenville, Illinois 60106
(630) 766-7015
www.bensenvilleparkdistrict.org

FACILITY MUST BE LEFT IN THE SAME CONDITION AS IT WAS FOUND.